

SAMPLE FORMAI of items of interest during the absence of the ED, M.

OFFICE OF COMMUNICATIONS

Significant Activities

13 - 26 October 1973

1. Style. Items should be written with a brief subject for each activity (underscored). The paper should be single spaced and is to be limited to two (2) pages.

ILLEGIBLE

~~Administrative - Internal Use Only~~

*DD/M&S 13-3762  
20 Sept 63*

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DD/M&S approval. Such requests should be fully explained and justified, and should identify existing projects which may be terminated or reduced to offset the new requirement. If offsets cannot be identified, this, too, should be fully explained.

6. Each Office Director will comment briefly about the general status of his ADP projects in the first weekly activity report submitted after receipt from the Office of JCS of the monthly project activity and allocation summary reports. Comments should focus on the rate of expenditure of the allocation and any foreseen potential problems.

STATINTL

  
HAROLD L. BROWNMAN

Deputy Director  
for

Management and Services

Atts.

ccs: C/ISAS  
C/HS

*File: DD/M&S Weekly Report File*

OFFICE OF \_\_\_\_\_

Significant Activities

13 July - 1 August 1973

1. Style. Items should be written with a brief subject for each activity (underscored). The paper should be single spaced and is to be limited to two (2) pages.

2. Deadline. Your reports should be received in the office of the EO-DD/M&S no later than COB 1 August 1973.

*less than weekly report - highlight only.*